



Wisconsin Department of Safety and Professional Services

**Safety and Health Information for
Public Sector Employees**

Overview

- Contacts/Inspectors
- Purpose and Scope
- Inspector Responsibilities
- Codes
- Injury/Illness Reporting
- Public Sector Employee Safety Programs

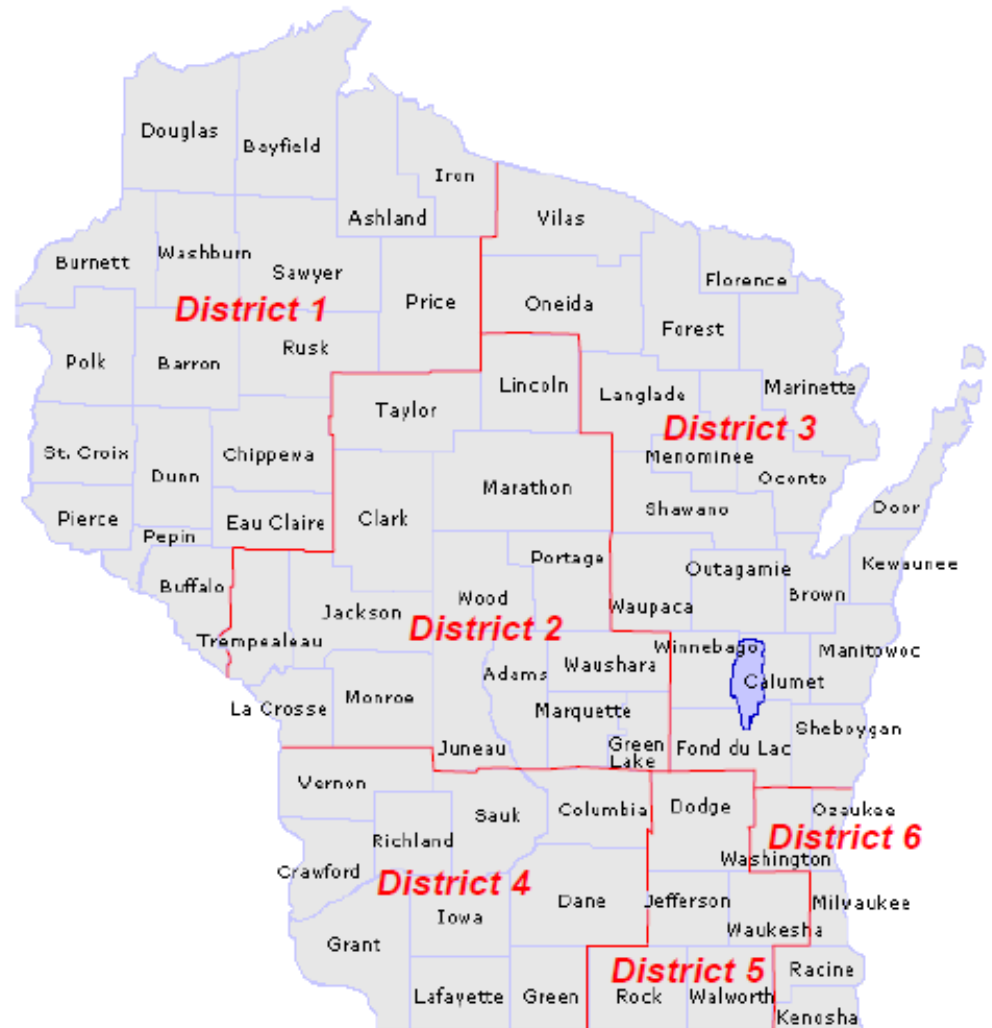
608-266-1816

- 1- Vacant
- 2- Dustin Heacox
715-571-1605
Dustin.Heacox@wisconsin.gov
- 3- Tim Condon
414-852-3660
Timothy.Condon@Wisconsin.gov
- 4- April Hammond
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April.Hammond@Wisconsin.gov
- 5- Dave Vriezen
414-416-3196
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- 6- Vacant

608-235-0566


608-438-6331

Ann.Jurkowski@wisconsin.gov




Submit General Questions
to: DSPSSBHealthandSafetyTech@wisconsin.gov

DSPS Public Sector Safety Website

WISCONSIN
DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

[Boards and Councils](#) | [Licenses/Permits/Registrations](#) | [Online Services](#) | [Plan Review](#) | [Complaints & Inspections](#) | [Other Services](#)

PUBLIC SECTOR EMPLOYEE SAFETY PROGRAM



The Division of Industry Services establishes and enforce occupational safety and health standards for public sector employees. Consultation and inspections are provided by Industry Services Occupation Safety and Health staff. Wisconsin's Clean Indoor Air Act and the Right to Know Law, which provide information to employees concerning workplace conditions, are administered by the Division.

Reminder: When reporting a public sector employee fatality or 3 or more hospitalizations, contact the department at 608-266-1816 or 608-261-2503 during normal business hours. The State [Division of Emergency Management](#) can be contacted at 800-943-0003 during non-business hours.

[Administrative Code and Statutes](#)
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[Public Sector Employee Safety Information](#)
[Department of Workforce Development – Process for Handling Work Injuries & Illness](#)

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<http://dsps.wi.gov/Programs/Industry-Services/Industry-Services-Programs/Public-Sector-Employee-Safety/>

DSPS Code

Purpose and Scope

- Purpose: Establishes minimum occupational safety and health standards for public employees
- Scope: Applies to all places of employment and public buildings of a public employer

Responsibilities

- Investigate Public Employer complaints, injuries and fatalities
- Enforce the relevant Code and Standards' provisions
- Provide education and consultation
- Workers Compensation Investigations

Workers Compensation

- At the request of the Department of Workforce Development, Public Sector Safety and Industrial Hygiene Inspectors investigate both private and public sector workplace injuries
- If supported, a safety and health violation may increase the employee's award amount

DSPS Codes

- Public Sector Safety and Health-SPS 332
- Fire Dept Safety and Health-SPS 330
- Amusement Ride Inspections-SPS 334
- Ski Lift Inspections-SPS 333

Other Applicable Codes

OSHA Standards to include 29 CFR
July 1, 2010 Versions of

- 1904
- 1910
- 1915
- 1917
- 1926
- 1928

Injury & Illness Log & Reporting

1. Report the previous year's recordable work-related injuries and illnesses to the department by March 1.
2. SBD 10710 must be sent in annually even if there are no reportable injuries.

<http://dsps.wi.gov/Programs/Industry-Services/Industry-Services-Programs/Public-Sector-Employee-Safety/Public-Sector-Employee-Safety-Forms/>

DSPS Public Sector Safety Web Page

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DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

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PUBLIC SECTOR EMPLOYEE SAFETY - FORMS

Documents and Forms

Form #	Title/Description
SBD-10710	Summary of Work-Related Injuries and Illnesses (R8/15)
SBD-10710 (fill-in)	Summary of Work-Related Injuries and Illnesses (R8/15) Word fill-in
	Medical Evaluation Questionnaire
WKC-8165	Order forms for Determination of Exposure to Blood/Body Fluids (DoA Document Sales)

[IS Programs Home](#) | [Program Home](#)

<http://dsps.wi.gov/Programs/Industry-Services/Industry-Services-Programs/Public-Sector-Employee-Safety/Public-Sector-Employee-Safety-Forms/>



Summary of Work-Related Injuries and Illnesses

Per SPS 332.10, all Wisconsin public employers must complete and submit this summary form, or the equivalent OSHA 300A form, by March 1 of each year even if no work-related injuries or illnesses occurred during the year. Review your "Log of Work-Related Injuries and Illnesses" to verify that the information you provide is complete and accurate. Using the log, count the individual entries you made in each category. Then, write the totals below, making sure you've added the entries from each page of the log. If you had no cases, write "0". Please Print all answers.

Number of Cases

Total number of deaths:	Total number of cases with days away from work:	Total number of cases with job transfer or restriction:	Total number of other recordable cases:
_____	_____	_____	_____

Number of Days

Total number of days of job transfer or restrictions:	Total number of days away from work:
_____	_____

Injury and Illness Types

Total number of:	(1) Injuries	_____	(4) Poisonings	_____
	(2) Skin disorders	_____	(5) Hearing losses	_____
	(3) Respiratory conditions	_____	(6) All other illnesses	_____

Year _____

Establishment Information

Establishment name: _____

FEIN number: _____

Street address: _____

Mailing address (if different than street address): _____

City: _____

State: _____ Zip: _____

County: _____

Employment Information

Annual average number of employees: _____

Total hours worked by employees last year: _____

Contact Information

Employer contact name: _____

Title: _____

Telephone number: _____

Date: _____

Work e-mail address: _____

Return this summary by March 1 of each calendar year to: Industry Services Division at the address above
or email DspsSbHealthandSafetyTech@wi.gov or fax to 608-283-7419

Major Safety Programs

- Safety and Health Program (SPS 332.03)
- Emergency Response and Procedures (1910 Subpart E)
- Fire Extinguishers (1910.157)
- Fall Protection (1910 Subpart D & 1926 Subpart M)
- Ladder Training (1910 Subpart D & 1926 Subpart X)
- Occupational Noise Exposure (1910.95)
- Personal Protective Equipment (PPE) (1910 Subpart I)
- Respiratory Protection (1910.134)
- Confined Space Entry (1910.146)
- Lock Out/Tag Out (1910.147)
- Bloodborne Pathogens (1910.1030)

Major Safety Programs

- Hazard Communication (1910.1200)
- Machine Guarding- 1910 Subpart O
- Power Tools (1910 Subpart P)
- Electrical (1910.305)
- Excavations (1926 Subpart P)
- Exposure to Traffic (SPS 332.39)
- Storage of Flammable/Combustible Liquids and Materials (1910 Subpart H)
- Walking and Working Surfaces & Housekeeping (1910 Subpart D)
- Hazardous Waste Operations and Emergency Response (1910.120)
- Medical Services & First Aid (1910.151)

Safety and Health Program

- Develop and implement a safety and health program that describes the procedures, methods, processes and practices used to manage workplace safety and health.
- Designate an employee who the department can contact regarding this program.

Emergency Response and Procedures

- Procedures:
 - For reporting a fire or other emergency
 - For emergency evacuation, including type of evacuation and exit route assignments
 - To be followed by employees who remain to operate critical plant operations before they evacuate
 - To account for all employees after evacuation
 - To be followed by employees assigned to perform rescue or medical duties
- Plan contact person(s)

Fire Extinguisher Training



If an employer has provided portable fire extinguishers for employee use, the employer shall also provide training to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting

Fire Extinguisher Maintenance



- Inspection
 - Monthly by employer
 - Annually by qualified individual
 - Hydrostatically every 5 years

Fall Protection

- Guard every floor hole into which a worker can accidentally walk (using a railing and toe-board or a floor hole cover, covers must be marked as such).
- Provide a guard rail and toe-board around every elevated open sided platform, floor or runway.
- Four feet in general industry workplaces, five feet in shipyards, six feet in the construction industry

Yikes!!



- Person **on** the elevated work platform needs to **control** the platform.
- Must be manufacture Approved.
- Guard rail and attachment point.

Ladders



Ladders shall be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect its safe use.

Ladder Safety

Remember the “Belt Buckle” rule of thumb.

Your belt buckle should never extend over the railings or top of a ladder



Occupational Noise Exposure- Hearing Conservation

The employer shall administer a continuing, effective hearing conservation program, whenever employee noise exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 85 decibels measured on the A scale or, equivalently, a dose of fifty percent.



Personal Protective Equipment (PPE)

The employer shall assess the workplace to determine if hazards are present, or likely to be present, which necessitate the use of personal protective equipment. If such hazards are present or likely to be present, the employer shall:

- Select PPE that properly fits each affected employee
- Provide training for employees who are required to use PPE
- Have employees use the PPE that will protect them from the identified hazard

PPE

The training will include;

1. When PPE is necessary
2. What PPE is necessary
3. How to properly use PPE
4. The limitations of the PPE
5. The proper care, maintenance, useful life and disposal of the PPE.

PPE

Documentation/Certification

- Training
- Hazard Assessment

Respiratory Protection

In any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer, the employer shall establish and implement a written respiratory protection program with worksite-specific procedures.



Respiratory Protection Written Program

- Procedures for
 - selecting respirators for use in the workplace;
 - cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators;
 - proper use of respirators in routine and reasonably foreseeable emergency situations;
 - ensuring adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators
 - regularly evaluating the effectiveness of the program

Respiratory Protection Written Program

- Training of employees in the:
 - proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance;
 - respiratory hazards to which they are potentially exposed during routine and emergency situations
- Medical evaluations of employees required to use respirators;
- Fit testing procedures for tight-fitting respirators;

Confined Spaces

Evaluate the workplace to determine if any spaces are permit required confined spaces.

A permit required confined space:

- Contains or has a potential to contain hazardous atmosphere
- Contains material that has the potential for engulfing an entrant
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section
- Contains any other recognized serious safety or health hazard

Some examples of permit required confined spaces are: underground vaults, tanks, storage bins, pits and diked areas, vessels, silos and other similar areas.

Confined Spaces

If employees are not permitted to enter permit spaces, effective measures shall be taken to prevent employees from entering permit spaces.

If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written confined space (permit) program

Confined Spaces

Rescue and Emergency Services

- Ability to respond to a rescue summons in a timely manner, considering the hazard
- Equipped for and proficient in performing the needed rescue services



Confined Spaces

Training

- Have access to permit spaces from which rescue may be necessary to develop plans and practice rescue operations
- Complete training required to establish proficiency as an authorized entrant
- Practice permit space rescues at least once every 12 months
- Use dummies, manikins, or actual persons from the actual permit spaces or similar permit spaces
- Hold certifications in CPR/First Aid

Confined Spaces

A confined space with an atmosphere which has a combustible gas content of 10% or more of the lower explosive limit shall **not** be entered even if a breathing apparatus or respirator is used

Smoking and open flames shall not be allowed within 10 feet of a confined space



Confined Space

Permit required or not?

Lockout/Tagout Program

- Written energy control procedures.
- Employee training
 - Authorized Employees
 - Affected Employees
- Annual periodic inspections.



Lock/Tagout Program

- Conduct a periodic inspection of all the energy control procedures at least annually
- Provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage and removal of the energy controls are acquired by employees



Lockout/Tag out Instructions.

Bloodborne Pathogens (BBP)

If workers can reasonably be anticipated to contact blood or other potentially infectious materials (OPIM), employers must:

- Develop an exposure control plan which includes housekeeping and recordkeeping procedures
- Implement “Universal” precautions and other administrative controls
- Utilize engineering and work practice controls
- Provide
 - PPE
 - Hepatitis B vaccinations
 - Post exposure follow-up
 - Hazard communication training-initial and annual

Hazard Communication (HazCom)

Employers shall develop, implement, and maintain, a written hazard communication program for their workplaces which describes:

- labeling and other forms of warning
- management of safety data sheets, and
- how employee information and training will be met.

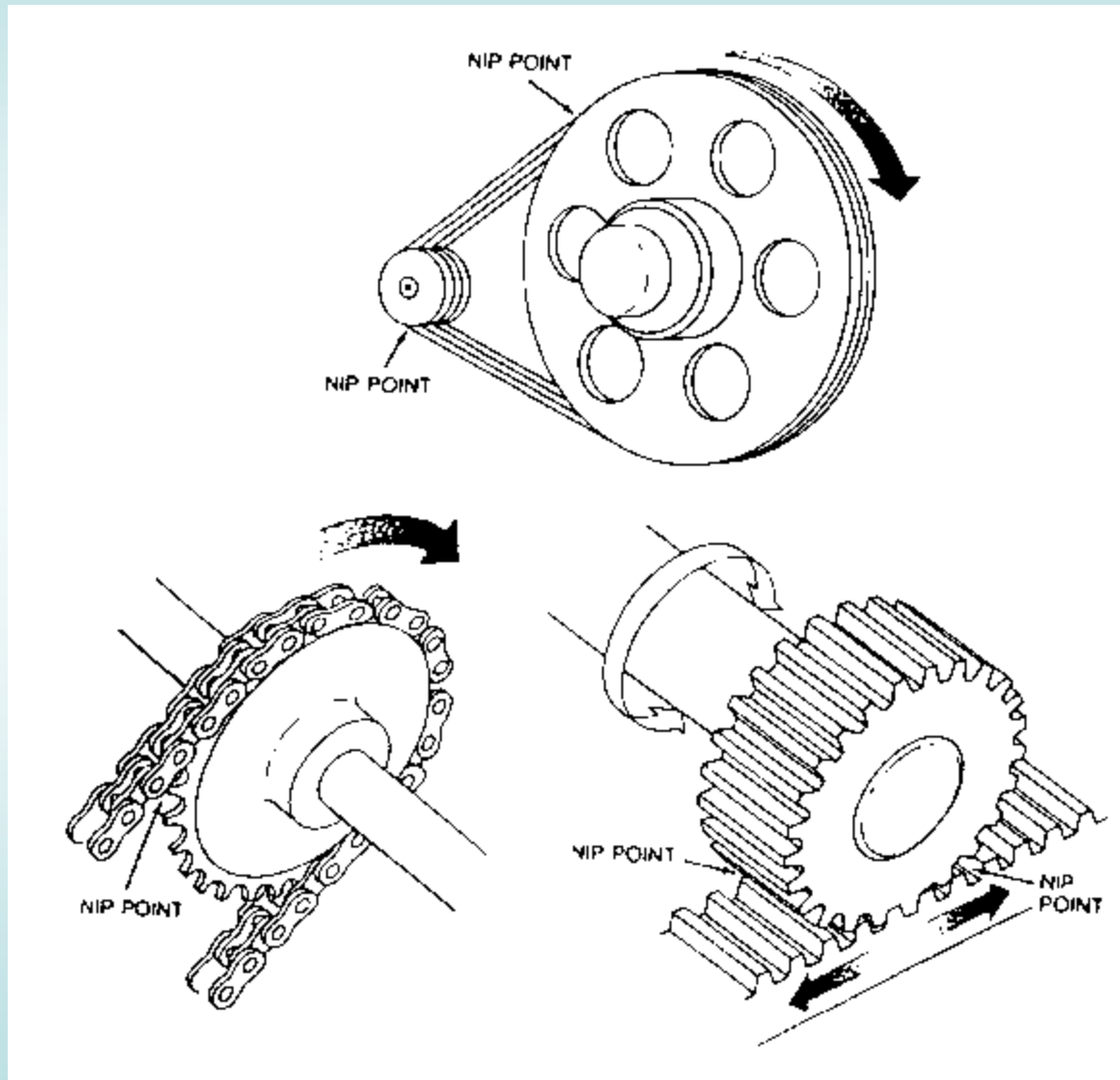


HazCom Training

Employers shall provide employees with effective information and training on any hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area.

Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets.

Machine Guarding



Machine Guarding

- One or more methods of machine guarding shall be provided to protect the operator and other employees in the machine are from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips and sparks.

Bench Grinders



- Tongue guard

- Uniformity of surface

- Flange Covers

- Workrest

- Maximum Angular Exposure

- Ring Test new wheels



T/G 1/4" W/R 1/8" M.A.E. 150 degrees

Grinding Wheel

- What's Wrong
- What's right



Power Tools



- Basic Rules:
 - Only use tool for its intended purpose
 - Never modify a tool to bypass a safety device
- The Employer is responsible for the condition of all tools used by employees, including those provided by the employee

Trouble Lights

Non Sparking Construction

Must be Grounded



May Not Have an Electrical Outlet

Electrical Cords



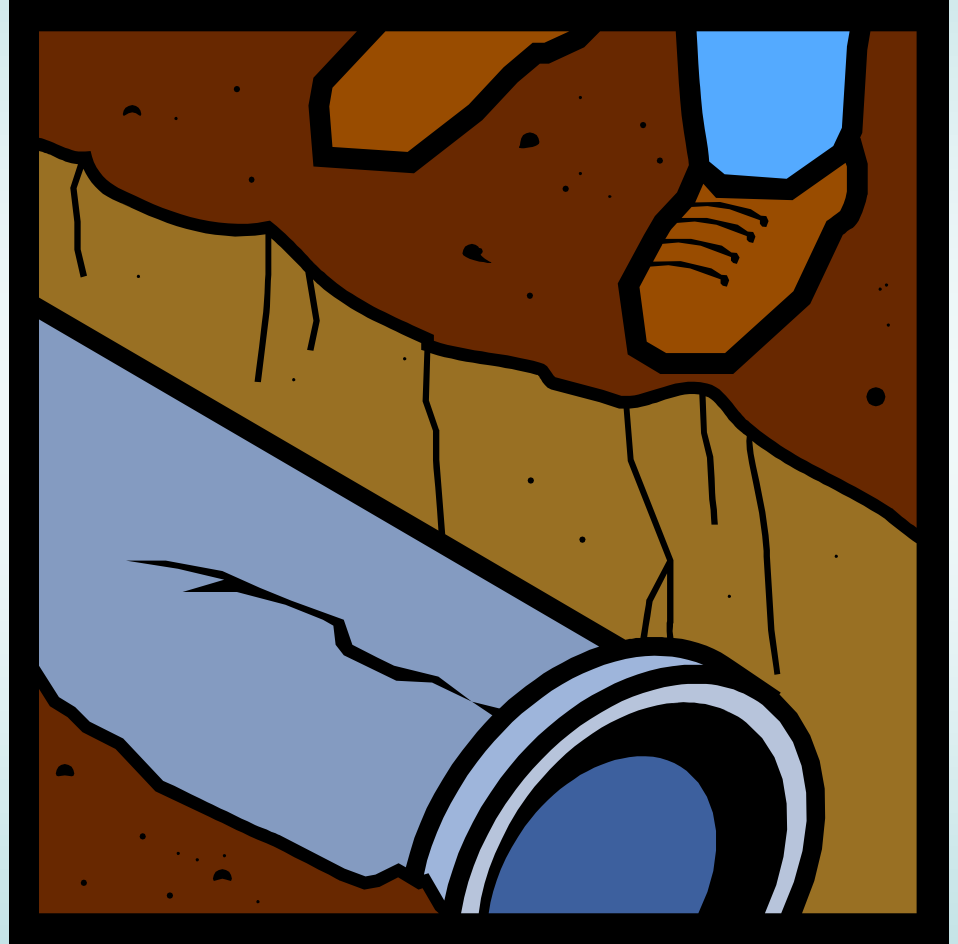
Common problems

- damaged cord
- multiplugging
- no overcurrent protection
- worn covers
- missing grounds
- running through holes in walls, floors, across suspended ceilings.

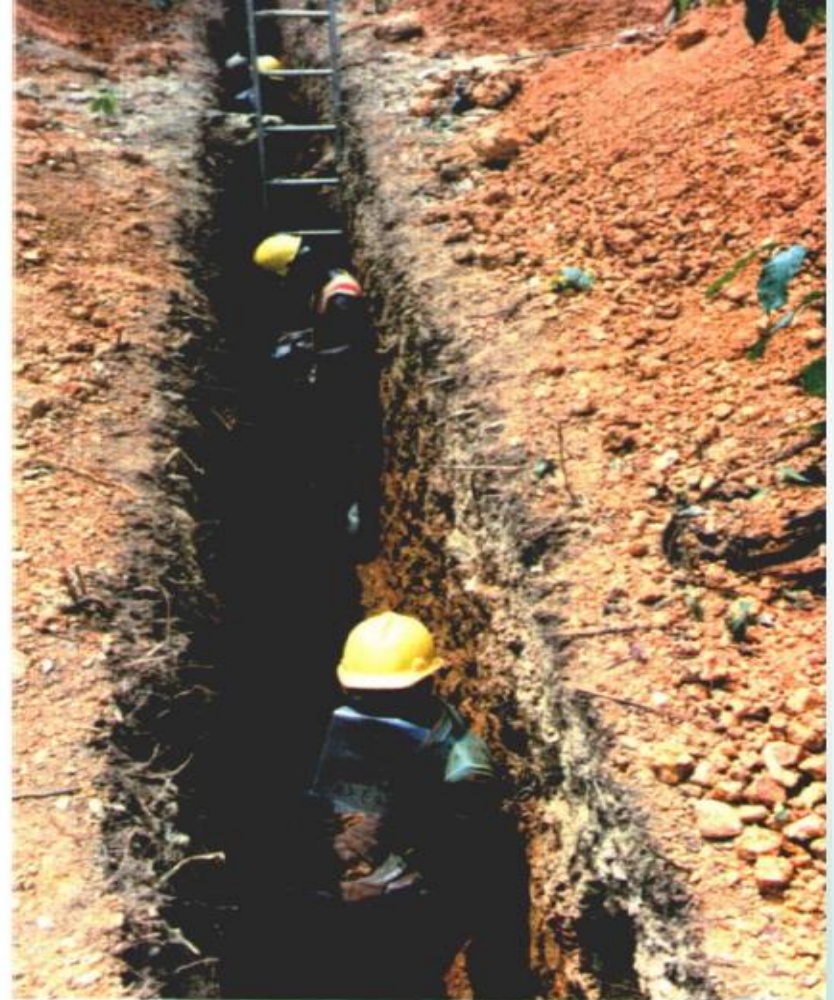
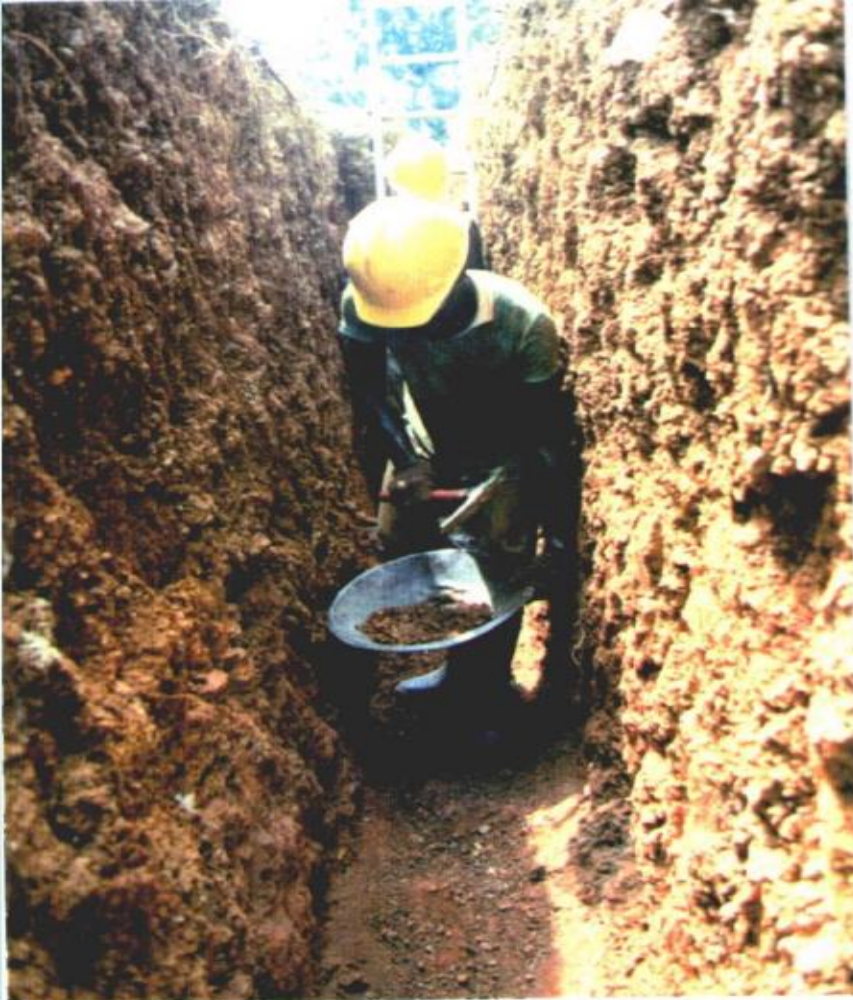


Excavation

- Specific Excavation Requirements
- Competent person training
- Protective System Requirements



SPS 332.38(3) Solitary Employment



SURVEYING MAPPING AND SAMPLING

No person may work in any trench, shaft, tunnel, caisson or appurtenance over 4 feet in depth without another person being present at the surface.

Exposure to Traffic

Employees who work on highways, roads, streets, and their easements shall wear traffic safety vests or use clothing or equipment that provides protection.

Traffic control devices to warn traffic and protect employees shall be placed and maintained in accordance with the Uniform Traffic Control Devices Manual.

Traffic Safety Vests

- **Class II** Applications include school crossings/parking lots, traffic direction and railroads.
- **Class III** Class III around traffic that is faster than 50 mph.



Traffic Clothing



Flammable Liquid Storage





**Flammable/Combustible Liquids
Storage containers**

Walking and Working Surfaces - Housekeeping



Look familiar ?

1910 Subpart D



Electrical Panel

**Blocked-Minimum of 3 foot
clearance.**

Walking and Working Surfaces - Housekeeping



What's wrong?

Hazardous Waste Operations and Emergency Response

Employees who are engaged in responding to hazardous emergency situations that may expose them to hazardous substances shall be trained in how to respond to such expected emergencies.

If you have not been trained-you cannot respond



Medical Services and First Aid

Whenever the eyes or body of any person may be exposed to materials that are corrosive or can cause irreversible eye or bodily injury, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.



Miscellaneous



SPS 332.37(1) Trucks with dump bodies shall be equipped with positive means of support, permanently attached and capable of being locked in position to prevent accidental lowering of the body while maintenance or inspection work is being done or when the vehicle is left unattended

Unguarded Auger



Tailgate closed
auger guard raised



Properly guarded Auger



Tailgate closed,
Auger guard raised
And box raised



Rulemaking

Screenshot of the Wisconsin Department of Safety and Professional Services (DPS) website.

The browser address bar shows <https://dps.wis.gov/Home>. The page title is "Department Of Safety & Professional Services".

The website header includes the Wisconsin state logo and the text "WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES".

The main navigation menu includes: Boards and Councils, Licenses/Permits/Registrations, Online Services, Plan Review, Complaints & Inspections, and Other Services.

The featured section is titled "Uniform Commercial Building Code Update". It states: "2013 Act 270 established the Wisconsin Uniform Commercial Building Code, while allowing municipalities to grandfather fire detection, prevention, and suppression ordinances." It includes a link: "Click [here](#) for more information and a list of grandfathered ordinances."

The website features several service tiles:

- Prescription Drug Monitoring Program (PDMP)
- Industry Services (Safety & Buildings)
- License Renewal
- Application Forms
- License Look-Up
- Latest News
- Rules and Regulations
- Look Up Orders & Disciplinary Actions
- Request List of License Holders
- Calendar

The mission statement at the bottom reads: "The mission of the Department of Safety and Professional Services is to promote economic growth and stability while protecting the citizens of Wisconsin as designated by statute."

The footer includes links: "DPS Home | About Us | Contact Us | Site Map | Wisconsin Gov".

Questions?

For seminar comments and feedback,
please go to:

<https://www.surveymonkey.com/s/industryservicesspeakingevent>